Dorothy Salter Library
Salter College

APA STYLE GUIDE

This guide is based on the **Sixth Edition of the Publication Manual of the American Psychological Association (2009).** The APA style is used primarily by writers in the Social Sciences, particularly Psychology, and by students in Nursing and other science fields. APA style requires **two** elements when citing outside sources:

1. Parenthetical (enclosed in parentheses or "in-text") citations within the body of the paper

2. References, a complete listing of the works cited at the end of the paper

Together, these elements direct a reader to the sources consulted. For the system to work, all sources cited in the text must appear in the references list, and vice versa.

Your paper should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. You should use 10-12 pt. Times New Roman font or a similar font. You should double space between lines of body text and titles, headings, and block quotations and double space reference list.

Indent the first line of every paragraph one-half inch. Align the text to the left-hand margin, leaving a "ragged" right margin.

Include a **page header** at the top of every page. To create a **page header**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" (all capitals) in the header flush left.

Your paper should include **four** major sections:

1. **Title Page**
2. **Abstract (Used for experimental reports or research articles)**
3. **Main Body**
4. **References**

Title Page Instructions

Type your **title** in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced. Beneath the title, type the **Your Name**: first name, middle initial(s), and last name, beneath your name, type the **School Name**, followed by **Course Name, Date** and **Instructor's** name. Example follows:

[Title of Paper]

[Student Name]

[School]

[Course/Number]

August 23, 2011

[Instructor Name]

Abstract (if needed)

Begin a new page. Your abstract page should already include the **page header** (described above). On the first line of the abstract page, center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks).

According to the *Publication Manual of the American Psychological Association* (APA), "An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases" (2010, p. 25). The first line of the abstract is **not** indented. An abstract may range from 150 to 250 words (APA, 2010).

Note: Because an abstract is not usually required for student papers, ask your instructor's requirements.

[Title of Paper Goes Here (same as main title not bolded)]

[The introduction of the paper goes here.]

Heading for Section 1 of Your Paper (Must be bold!)

[Cover the first main topic of you paper in this section.]

Heading for Section 2 of Your Paper (Must be bold!)

[Cover the second main topic of your paper in this section.]

Heading for Section 3 of Your Paper (Must be bold!)

[Cover the third main topic of your paper in this section.]

Conclusion

[This is the where the conclusion of your paper goes.]

All APA formatted documents use headings that show your readers how your paper is organized by **labeling the parts** and by **indicating which parts are equally important** and **which are subordinate to others**.

Most undergraduate papers often use only **Level 1** headings, which are:

- centered

- boldface

- uppercase and lowercase

In-Text Citations

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, e.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

Capitalization, Quotes, and Italics/Underlining

Always capitalize proper nouns, including author names and initials: D. Jones. If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, *There Is Nothing Left to Lose*.

(**Note:** in your References list, only the first word of a title will be capitalized: Writing new media.)

When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.

Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."

Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.

Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Short Quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long Quotations

Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left

margin. Type the entire quotation on the new margin, and indent the first line of any subsequent

paragraph within the quotation five spaces from the new margin. Maintain double-spacing

throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first

time citing sources. This difficulty could be attributed to the fact that many students

failed to purchase a style manual or to ask their teacher for help. (p. 199)

Summary or Paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to

the author and year of publication in your in-text reference, but APA guidelines encourage you to

also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

References

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.

- Reference list entries should be alphabetized by the last name of the first author of each work.

- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.

- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

- Capitalize all major words in journal titles.

- Italicize titles of longer works such as books and journals.

- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

> **NOTE:** Unlike MLA, APA is only interested in what they call "recoverable data"—that is, data which other people can find. For example, personal communications such as letters, memos, emails, interviews, and telephone conversations should not be included in the reference list since they are not recoverable by other researchers.

Examples:

Book with one author:

Bloom, P. (2004). *Descartes baby: How the science of child development explains what makes*

    us human. New York, NY: Basic Books.

Book with two authors:

Freund, P., & McGuire, M. B. (1995). *Health, illness and the social body: A critical study*.

    Englewood Cliffs, New Jersey: Prentice Hall.

An Entry in an Encyclopedia:

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508).

    Chicago: Encyclopedia Britannica.

Article from a Magazine:

McEvoy, D. (2006, October 30). Little Books, Big Success. *Publishers Weekly* , 26-28.

Article from a Journal:

Pham, M. X., Teuteberg, J. J., Kfoury, A. G., Starling, R. C., Cappola, T. P., Deng, M. C., et al.

    (2010). Gene-expression profiling for rejection surveillance after cardiac transplantation.

    New England of Medicine , 362 (20), 1890-1901.

Article from a Newspaper:

Croteau, S J. (2010, July 7). Longhorned beetle found in Boston. *Worcester Telegram & Gazette*,

    pp. A1, A8.

NOTE: Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Letter to the Editor

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. Scientific American,

    287(2), 12.

Review

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-*

    knower: A hero under control]. *Contemporary Psychology, 38*, 466-467.

Work Discussed in a Secondary Source

List the source the work was discussed in:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route

and parallel-distributed-processing approaches. *Psychological Review, 100*, 589-608.

> **NOTE:** Give the secondary source in the references list; in the text, name the original
> work, and give a citation for the secondary source. For example, if Seidenberg and
> McClelland's work is cited in Coltheart et al. and you did not read the original work, list
> the Coltheart et al. reference in the References. In the text, use the following citation:
>
> In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller,
> 1993)

Online article from a Newspaper:

Brody, J.E. (2007, December 1). Mental reserves keep brain agile. The New York Times.

Retrieved from http://www.nytimes.com

Dissertation Abstract:

Yoshida, Y. (2001). Essays in urban transportation (Doctoral dissertation, Boston College,

2001). *Dissertation Abstracts International, 62*, 7741A.

Government Document:

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS

Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Internet sources with and without DOI
(APA now recommends using a Digital Object Identifier (DOI) if Available)

Article from an online periodical with DOI assigned:

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival

times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.

24.2.225

Online article when DOI is not available:

Kenneth, I.A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist*

Ethics, 8. Retrieved from http://www.cac.psu.edu/jbe/twocont.html

Television Program

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate. [Television series

    episode]. In D. Shore [Executive producer], *House*. New York, NY: Fox Broadcasting

Online Forum or Discussion Board Posting

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message

    posted to http://groups.earthlink.com/forum/messages/00025.html

Blog (Weblog) and Video Blog Post

Dean, J. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment].

    Retrieved from http://www.spring.org.uk/the1sttransport. (2004, September 26).

    Psychology Video Blog #3 [Video file]. Retrieved from

    http://www.youtube.com/watch?v=lqM90eQi5-M

Wikis

NOTE: Please note that the *APA Style Guide to Electronic References* warns writers that wikis (like Wikipedia, for example) are collaborative projects which cannot guarantee the verifiability or expertise of their entries.

OLPC Peru/Arahuay. (n.d.). Retrieved from the OLPC Wiki: http://wiki.laptop.

    org/go/OLPC_Peru/Arahuay

Audio Podcast

Bell, T. & Phillips, T. (2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast retrieved

    from http://science.nasa.gov/podcast.htm

Video Podcasts

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7].

    Adventures in Education. Podcast retrieved from http://www.adveeducation.com

Website

Note: "Website" is not described in the Sixth Edition of the Publication Manual of the American Psychological Association. The format used here is from the Online Writing Lab (OWL) at Purdue University.

Web site: no author, no date of publication.

Research Initiatives. (n.d.). Retrieved January 11, 2007, from MIT, Comparative Media Studies

website, http://cms.mit.edu/research/index.php

Non-periodical Web Document, Web Page, or Report

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from

http://Web address

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A.

(2010, May 5). *General format*. Retrieved from

http://owl.english.purdue.edu/owl/resource/560/01/

NOTE: List as many of the following elements as are available, in the same order as you would for a fixed media source: author's name; date of publication (if there is no date, use "n.d."); title of document (in italics); URL that will take readers directly to the source. Give your date of access if the source itself has no date.

Mayo Clinic Staff. (2008, December 20). *Organic foods: Are they safer? More nutritious?*

Nutrition and healthy eating. Retrieved from http://www.mayoclinic.com/health/organic-

food/NU00255.

Entry in an online reference work, no author or editor

Heuristic. (n.d.). In Merriam-Webster's online dictionary (11th ed.). Retrieved from

http://www.m-w.com/dictionary/heuristic